



Employment Opportunity

ACCOUNTANT/BUDGET ANALYST

OPENING DATE: 01/18/2019

CLOSING DATE: Open until filled

SALARY: \$51,376.00 - \$68,104.00 Annually / \$24.70 - \$32.74 Hourly

GRADE: 12

GENERAL DESCRIPTION:

Under the general supervision and direction of the Senior Accountant, performs working level accounting, finance and budget duties requiring accounting and finance knowledge. Assists in the preparation of operational budgets for departments, reviews expenditures to ensure conformance with budgetary provisions and performs other general office and clerical duties.

EXAMPLES OF DUTIES:

(These examples are not all inclusive)

- Provides analytical support for routine budget projects
- Advises administration and staff regarding available options and budgetary implications
- Assists in preparation of operational budgets for departments
- Compiles the City's annual budget document
- Reviews expenditures to ensure conformance with budgetary appropriations
- Compiles data and prepares reports
- Performs general accounting functions for one or more departments
- Makes final accounts of assigned ledger accounts
- Maintains and balances accounts against other accounting records
- Prepares monthly reports for various departments and makes adjusting entries as required
- Ensures appropriate processes are implemented and followed for budgeting
- Aids independent auditors in their performance of annual audit; answers questions; locates materials; explains procedures and policies as requested
- Prepares specific project accounting as needed
- Recommends and implements process improvements when appropriate
- Prepares journal entries as needed
- Other responsibilities, as assigned

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting from a four-year college or university required
- 3+ years' professional experience in accounting and related accounting functions and processes required
- 3+ years' professional experience in reconciling ledger accounts required
- 3+ years' experience in governmental accounting and related accounting functions and processes preferred
- 1+ years' experience in governmental budgeting preferred
- Proficiency in Excel and Word required
- Must be proficient in email, internet, accounting principles and general office procedures
- Working knowledge in PowerPoint and a government setting is preferred
- Must possess a valid Utah Driver's License with a good driving record

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent oral and written communications skills required
- Must have ability to apply knowledge of principles of accounting and finance processes
- Must have excellent interpersonal skills and customer orientation skills
- Excellent problem solving, and analytical skills required
- Good presentation skills required
- Must have excellent decision-making skills and ability to multi-task
- Ability to establish and maintain effective working relationships with supervisors and other employees
- Must be able to operate all office equipment

SPECIAL REQUIREMENTS:

Successful candidates must pass a pre-employment drug screen, a background check, provide a copy of current driving record, and provide employment verification with form I-9.

TAKE NOTE:

We will correspond via email so be sure that Riverton City and Applicant Pro domain is selected to your safe senders list.

APPLICATIONS:

Applications are available at <https://rivertoncity.applicantpro.com/internaljobs/> where a **Riverton City application must be submitted**. Riverton City is an Equal Opportunity Employer.